Funding

Funding Process

The Funding Document data will be input by the Budget Division.

Funding of Direct Allotted Work Items (the attaching of funds to a Work Item) will be completed by the OTP&P. Reimbursable, as well as Revolving Fund (overhead), work items will be funded by the Budget Office.

To complete the above processes, a variety of permissions must be granted to the user in the Access Control Table, Screen 10.1. Please speak with your Database Administrator for assistance.

After Funding is attached to a Work Item, you will have what is termed as a "Funded Work Item." Work Items which are created but not specifically funded are termed "Ordering Work Items."

The Funding related task, which the Responsible Employee must complete, is the Funding Authorization Assignments for the Work Item he/she owns. On these screens, the Responsible Employee will establish permissions for people to originate, approve, and certify purchase requests. To perform this process, the user should have the following permissions set in the Access Control Table, Screen 10.1: Technical Approver and PR&C Authorized Assignor.

A brief description of the terms follow.

Originators

These people are allowed to cite a particular funding account when originating a purchase request. There can be more than one originator for a specific funding account. You have the option of listing **All**. This allows anyone who has access to CEFMS the authority to create a purchase request citing your funding account. The approval process would still be performed by the personnel you specify (see *Approving Fiscal Manager* below).

Approving Fiscal Manager

This permission allows a person to approve purchase requests that have already been originated. It is recommended that more than one approver be designated for a specific funding account, so work will not be interrupted when certain individuals are on TDY, etc. Usually, these people will be the same ones in your organization who now approve requests for goods and services.

Funds Certification

These will be the people who can certify a previously approved purchase request. This will usually be someone in the Directorate of Resource Management.

Purchase Authorizations for PR&C Originators

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

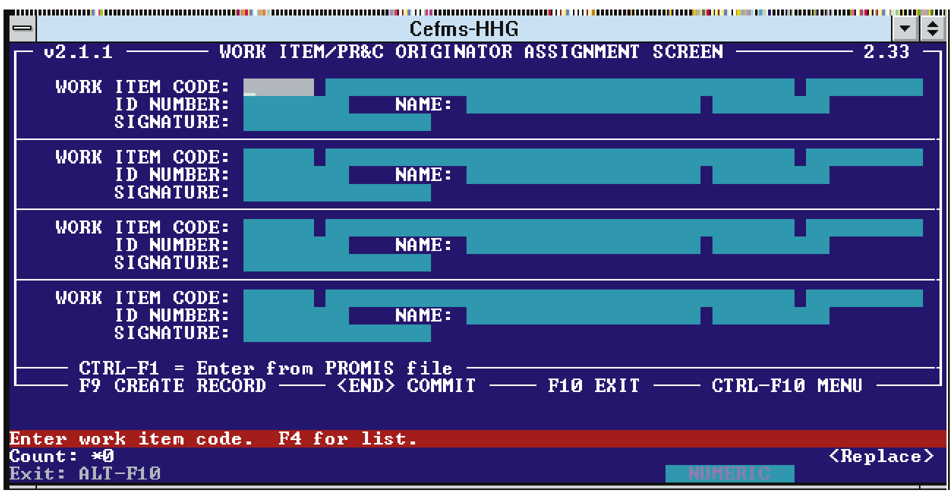
5 Financial Management **Enter**

3 Funding **Enter**

8 PR Authorization Assignments **Enter**

3 PR&C Originator **Enter**

You will now be at Screen 2.33.



Screen 2.33

The Responsible Employee must enter the PR&C Originator information.

Press the **F9** key to create a new record.

Work Item

Select the appropriate Work Item Code by typing in the **work item** number or pressing the **F4** key for a list screen. You may query on your Work Item number. Press **F2**, enter the Work Item number, and press **F3** to execute. Press **Enter** to select.

ID Number

Select the appropriate ID number (by pressing the **F4** key for a list screen and performing a query **F2**, **the desired last name%**, and pressing **F3** to execute) for the employees you want to originate purchase requests under this Work Item Code. If you choose, you may enter the word **ALL**. Press **Enter.**

Press the **End** key to commit.

If you choose not to use the word **ALL**, but want to have multiple employees designated to originate purchase requests, press the **down arrow** key to go to the next block.

Press **F9** to create a new record.

Enter the Work Item number and another employee's ID.

Press the **End** key to commit.

Continue the process listed above until all necessary employees are designated. Remember to press the **End** key after each employee ID is added to the record.

Press **F10** to exit.

Purchase Authorizations for PR&C Approvers

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

5 Financial Management **Enter**

3 Funding **Enter**

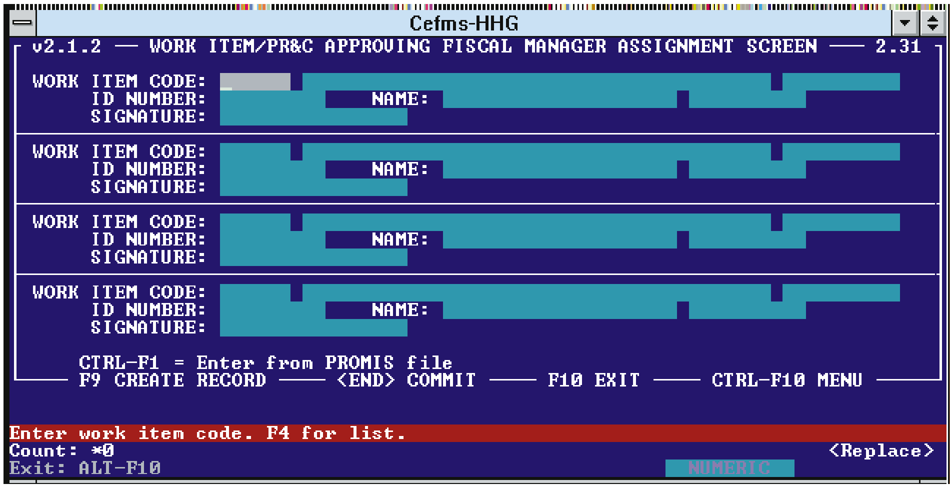
8 PR Authorization Assignments **Enter**

4 PR&C Approving Fiscal Manager **Enter**

You will now be at Screen 2.31 (see next page).

The Responsible Employee must enter the Approving Fiscal Manager information.

Note: For those employees who will be purchasing items using a VISA Credit Card and completing the CEFMS process, please remember to



Screen 2.31

add these individuals as Approvers for the funding accounts they will use.

Press the **F9** key to create a new record.

Work Item

Select the appropriate Work Item Code by pressing the **F4** key for a list screen. You may query on your Work Item number. Press **F2**, enter the Work Item number, and press **F3** to execute. Press **Enter** to select.

ID Number

Select the appropriate ID number (by pressing the **F4** key for a list screen and performing a query **F2**, **the desired last name%**, and pressing **F3** to execute) for the employees you want to approve purchase requests under this Work Item Code. Press **Enter.**

Press the **End** key to commit.

It is generally desirable to designate more than one approver to prevent work interruption due to absence of the approving official.

Press the **down arrow** key to go to the next block.

Press **F9** to create a new record.

Continue the process listed above until all necessary employees are designated. Remember to press the **End** key after each employee's ID is added to the record.

Press **F10** to exit.

Purchase Authorizations for PR&C Funds Certification

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

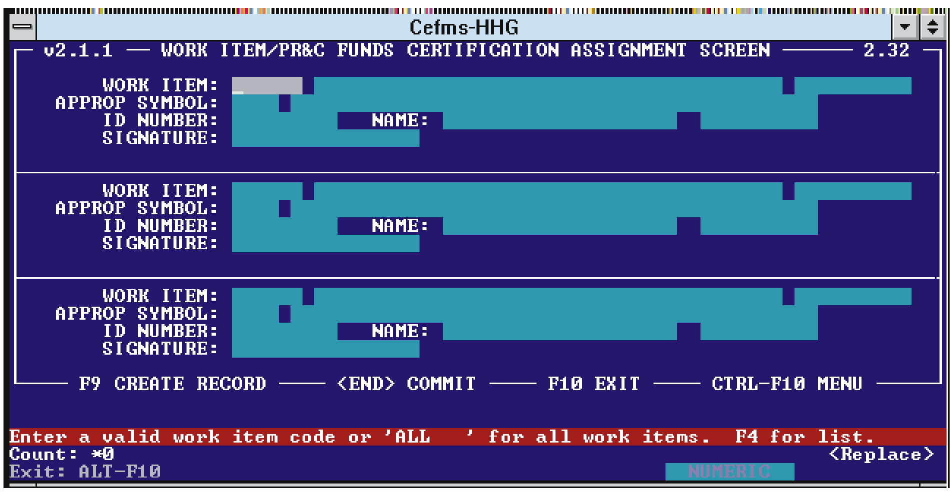
5 Financial Management **Enter**

3 Funding **Enter**

8 PR Authorization Assignments **Enter**

5 PR&C Funds Certification **Enter**

You will now be at Screen 2.32.



Screen 2.32

The Responsible Employee must enter the Certifying Fiscal Manager information.

Note: For those employees who will be purchasing items using a VISA Credit Card and completing the CEFMS process, please remember to add these individuals as Certifiers for your funding accounts they will use.

Press F9 key to create a new record.

Work Item

Select the appropriate Work Item Code by typing in the work item or by pressing the **F4** key for a list screen. You may query on your Work Item number. Press **F2**, enter the Work Item number, and press **F3** to execute. Press **Enter** to select. You also have the option of entering the word **ALL** to assign permission for this individual to certify all purchase requests of Work Items assigned to you.

Approp Code

Select the appropriation code from the **F4** list screen or type it in if you know it. You also have the option of entering **ALL**.

ID Number

Select the appropriate ID number (by pressing the **F4** key for a list screen and performing a query **F2**, **the desired last name%**, and pressing **F3** to execute) for the employees you want to certify purchase requests under this Work Item Code. Press **Enter.**

Press the **End** key to commit.

If you want to have multiple employees designated to certify purchase requests, press the **down arrow** key to go to the next block.

Press **F9** to create a new record.

Continue the process listed above until all necessary employees are designated. Remember to press the **End** key after each employee's ID is added to the record.

Press **F10** to exit.

Modifications to Permissions

After you have created authorization assignments for the Work Items, it may be necessary for you to add or delete individuals from the list. Select the appropriate menu option for the type of permission you wish to change and make the modification.

To Delete an Individual

Query the Work Item by using the **F4** list screen and the query operation if necessary.

Press the **down arrow** key until you arrive at the block of the individual you wish to delete. Press **Shift F5,** and then press **End** to commit.

To Add Individuals

Query the Work Item by using the **F4** list screen and the query operation if necessary.

Press **F9** to create a new record. Enter the appropriate data.

Press **End** to commit.

Create a Customer Order

- All Customer Orders come into the *Budget Division, Directorate of Resource Management (DRM)*, via fax or mail.
- The *Budget Division* sends the order to the *Responsible Organization*.
- The *Responsible Organization* establishes a *Work Item and Resource Plan*.
- The *Responsible Organization* responds to the Budget Division, providing the Work Item number and the authorization for Budget Division to accept the order.
- The *Budget Division* enters the Customer Order information into the system and attaches the funding.

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

5 Financial Management **Enter**

3 Funding **Enter**

4 Customer Orders **Enter**

3 Create a Customer Order or Amendment **Enter**

You will be on Screen 2.13 (see next page).

Customer Order No.

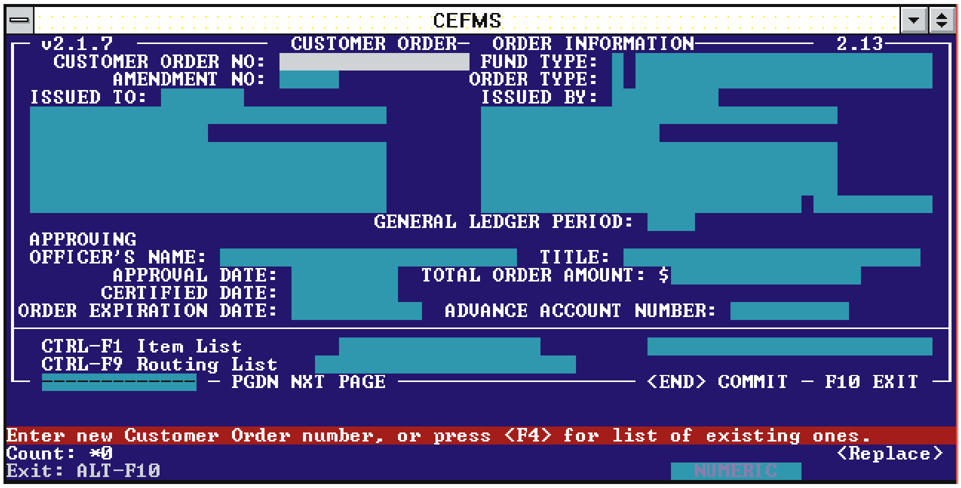
To create a new customer order, enter the **customer order number** and press **Enter**.

Amend No.

This item populates automatically.

Order Type

Enter one of the following options: **E** for Economy Act, **P** for Project, or **S** for Service. Press **Enter**.



Screen 2.13

Issued To

This is the organization receiving the customer order. Press **F4** to select the organization from a list screen. Press **F2** to enter the query, type the **name of the organization%**, and press **F3** to execute, *or* you may press **Tab** to move to a field such as Office, and enter the **organization code%**, and press **F3** to execute. With either query method, use the **down arrow** key if necessary to choose the proper organization. Press **Enter** to select. Press **Enter.**

Issued By

This is the organization requesting work on the Customer Order. This step is critical since it allows easy tracking of your reimbursable customer base. Press **F4** to select the organization from a list screen. Press **F2** to enter the query, type the **name of the organization%**, and press **F3** to execute, *or* you may press **Tab** to move to a field such as Office, and enter the **organization code%**, and press **F3** to execute. With either query method, use the **down arrow** key if necessary to choose the proper organization. Press **Enter** to select. Press **Enter.**

Officer's Name

Type the Issuing Officer's name as given on the customer order. Press **Enter**.

Title

Type the Issuing Officer's Title as given on the customer order. Press **Enter.**

Approval Date

Enter the date the customer order was approved to be sent. Enter the date in the format **DD-MON-YR**, and press **Enter.** To accept the current date, press **F4** and press **Enter.**

Certification Date

Enter the date the customer order was certified. Enter the date in the format **DD-MON-YR**, and press **Enter.** To accept the current date, press **F4** and press **Enter.**

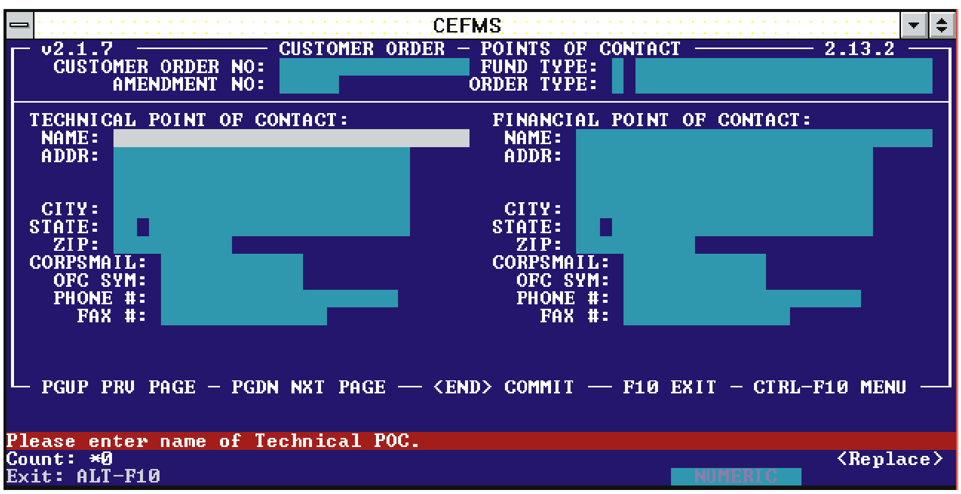
Order Expiration Date

Enter the date the customer order will expire in the format **DD-MON-YEAR.** Press **Enter.**

Advance Account Number

Enter the **advance account number** and press **Enter**, or press **F4** for a list of valid numbers, and select one by pressing **Enter**. This is an optional field; you also have the option of pressing **Enter** to bypass.

You will be on Screen 2.13.2.



Screen 2.13.2

Technical Point of Contact

Enter the following information for the technical and financial points of contact. Be sure to press **Enter** after each entry.

- Name:
- Address:
- City:
- State:
- Zip:

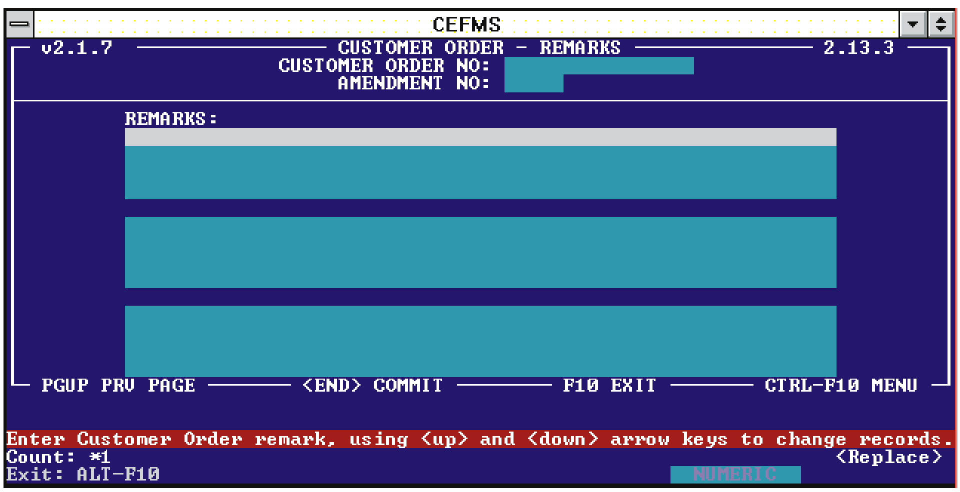
- ➢ Corpsmail:
- ➢ Office Symbol:
- ➢ Phone No.
- ➢ Fax No.

Financial Point of Contact:

- ➢ Name:
- ➢ Address:
- ➢ City:
- ➢ State:
- ➢ Zip:
- ➢ Corpsmail:
- ➢ Office Symbol:
- ➢ Phone No.
- ➢ Fax No.

Press **Enter**.

You will be on Screen 2.13.3.



Screen 2.13.3

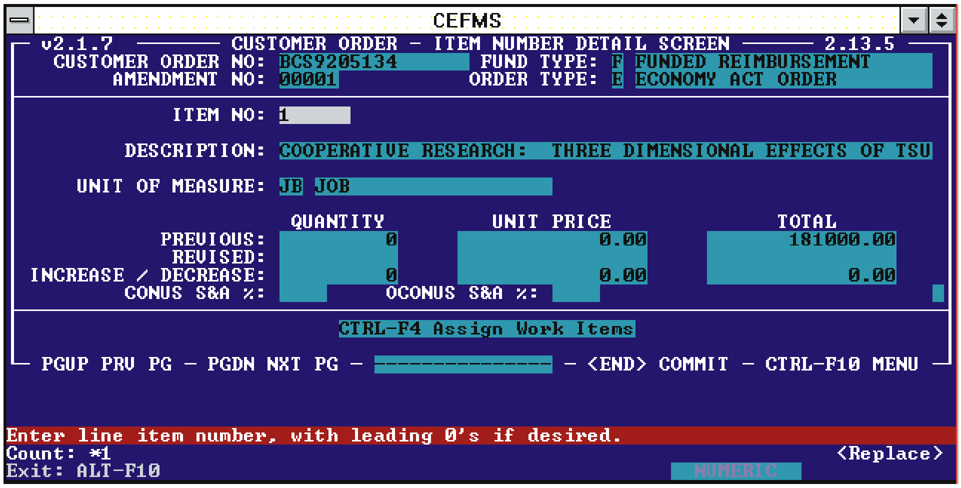
Enter any remarks pertaining to this customer order. Press **Enter**.

Press **End** to commit.

Press **PageUp** until you return to Screen 2.13.

Press **Ctrl** + **F1** to enter the details of the customer order (create the line items).

You will be on Screen 2.13.5 (see next page).



Screen 2.13.5

Item No

Enter line item number. Press **Enter**.

Description

Enter the description of line item. Press **Enter**.

Unit of Measure

Enter the unit of measure. Press **Enter**.

If you have chosen *Services*, the cursor will go directly to the amount field where you will type in the amount (e.g., 100). Press **Enter End**.

If you have chosen *Goods*, you will need to type in the Quantity, press **Enter**; Unit Price, press **Enter**; **End**.

Increase/Decrease

Enter quantity (if applicable) and press **Enter.**

Enter the amount. Press **Enter**.

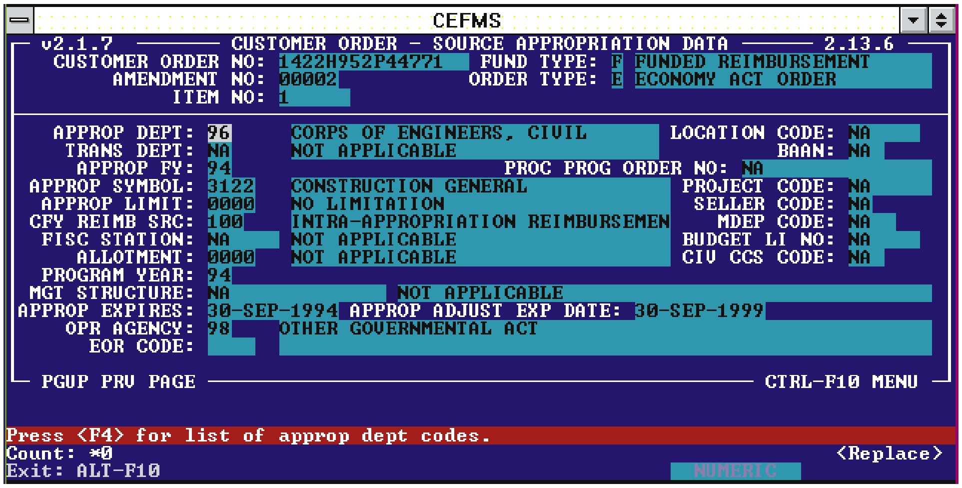
Press **PageDown**.

Note: Generally, there is one line item per customer order; however, there is the option to enter more line items if there is more than one assignment.

Press **PageDown**.

You will be on Screen 2.13.6 (see next page).

Enter the following source appropriation information. All information will be found on the Government Order. Be sure to press **Enter** after each entry. This information is for the Requesting Organization.


CEFMS
v2.1.7 CUSTOMER ORDER - SOURCE APPROPRIATION DATA 2.13.6
CUSTOMER ORDER NO: 1422H952P44771 FUND TYPE: F FUNDED REIMBURSEMENT
AMENDMENT NO: 00002 ORDER TYPE: E ECONOMY ACT ORDER
ITEM NO: 1
APPROP DEPT: 96 CORPS OF ENGINEERS, CIVIL LOCATION CODE: NA
TRANS DEPT: NA NOT APPLICABLE BAAN: NA
APPROP FY: 94 PROC PROG ORDER NO: NA
APPROP SYMBOL: 3122 CONSTRUCTION GENERAL PROJECT CODE: NA
APPROP LIMIT: 0000 NO LIMITATION SELLER CODE: NA
CFY REIMB SRC: 100 INTRA-APPROPRIATION REIMBURSEMEN MDEP CODE: NA
FISC STATION: NA NOT APPLICABLE BUDGET LI NO: NA
ALLOTMENT: 0000 NOT APPLICABLE CIV CCS CODE: NA
PROGRAM YEAR: 94
MGT STRUCTURE: NA NOT APPLICABLE
APPROP EXPIRES: 30-SEP-1994 APPROP ADJUST EXP DATE: 30-SEP-1999
OPR AGENCY: 98 OTHER GOVERNMENTAL ACT
EOR CODE:
PGUP PRV PAGE CTRL-F10 MENU
Press <F4> for list of approp dept codes.
Count: *0 <Replace>
Exit: ALT-F10 NUMERIC

Screen 2.13.6

- Approp Dept
- Trans Dept
- Approp FY
- Approp Symbol
- Approp Limit
- CFY Reimb SRC (system will generate this field after approval)
- Fisc Station
- Allotment
- Program Year
- Mgmt Structure (Mandatory Field)
- Expiration Date (used to determine expiration of appropriation)
- Opr Agency
- EOR Code

Press **PageUp** to return to Screen 2.13.5, and press **End** to save.

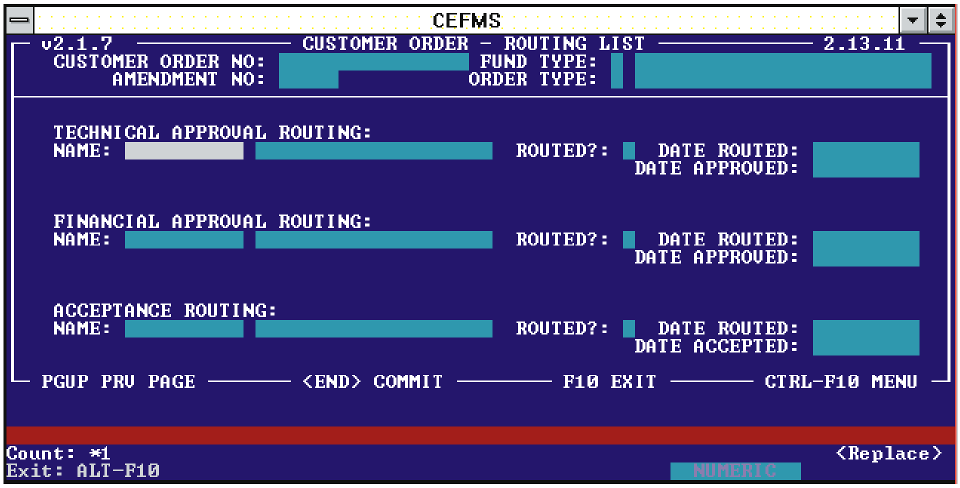
Press **F10** to return to Screen 2.13.

Press **Ctrl** + **F9** to the Routing List screen (2.13.11 (see next page)).

On this screen you will select the individuals that will perform the following approvals on the customer order:

Technical Approval Routing

Press **F4** for a list screen. Press **F2** to query, type **the desired last name%**, and press **F3** to execute. When the screen populates, use the



Screen 2.13.11

down arrow key if necessary to choose the proper individual. Press **Enter** to select.

Financial Approval Routing

Press **F4** for a list screen. Press **F2** to query, type **the desired last name%**, and press **F3** to execute. When the screen populates, use the **down arrow** key if necessary to choose the proper individual. Press **Enter** to select.

Acceptance Approval Routing

Press **F4** for a list screen. Press **F2** to query, type **the desired last name%**, and press **F3** to execute. When the screen populates, use the **down arrow** key if necessary to choose the proper individual. Press **Enter** to select.

Press **End** to commit. Press **F10** to return to the Menu Screen. At this point, an electronic mail message will be sent to the Technical Approver, notifying them they have a Customer Order to process.

Technical Approval of a Customer Order

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

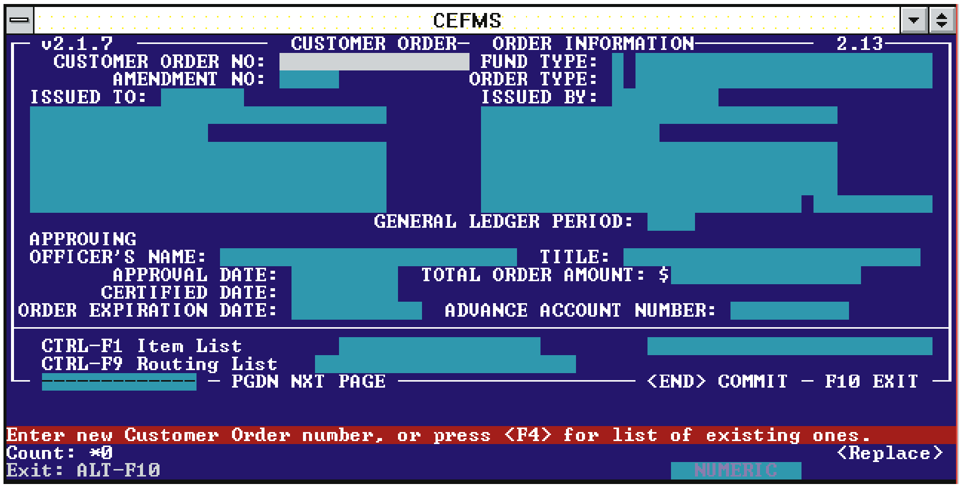
5 Financial Management **Enter**

3 Funding **Enter**

4 Customer Orders **Enter**

5 Technically Approve a Customer Order **Enter**

You will be on Screen 2.13



Screen 2.13

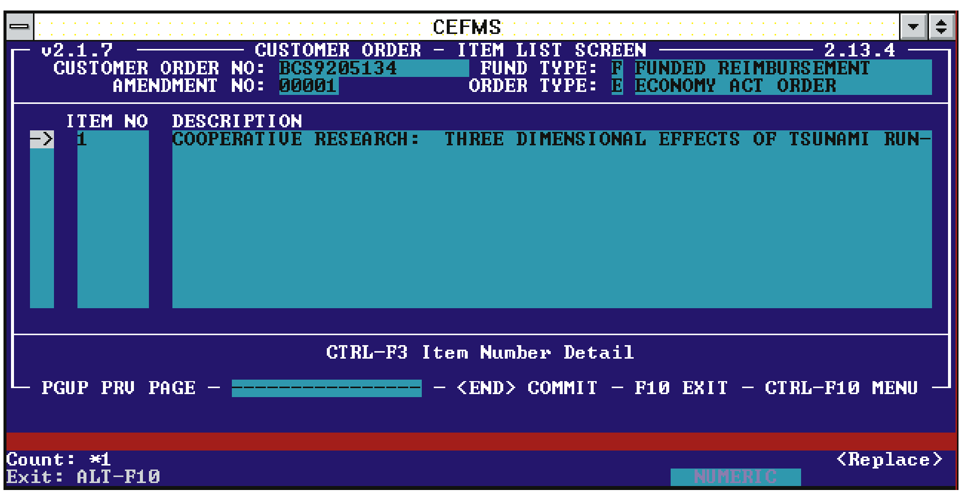
To complete this process, the user must have Customer Order Technical Approver permission in the Access Control Table, Screen 10.1.

Customer Order No.

Press **F4** for a list of customer orders and/or amendments to technically approve, and press **Enter** to select.

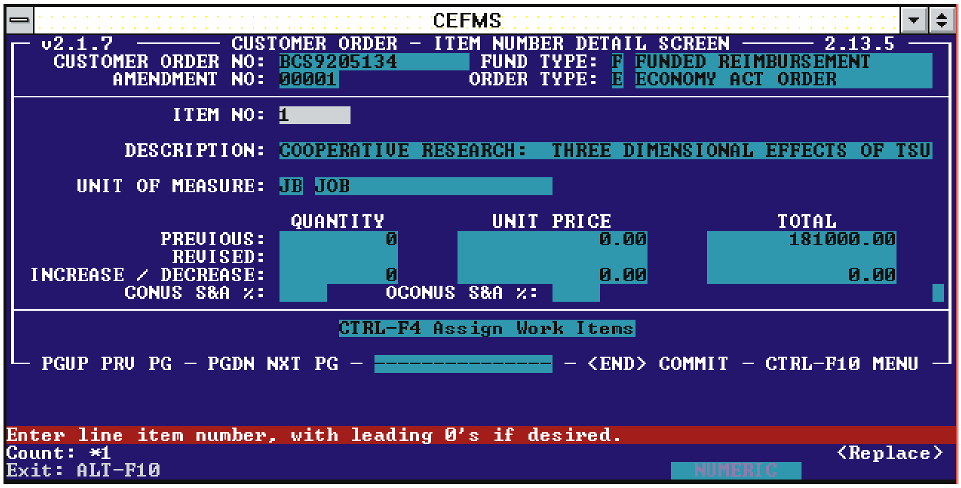
The screen will populate with the header information for the customer order.

Press **Ctrl** + **F1** to access the Customer Order Item List (Screen 2.13.4).



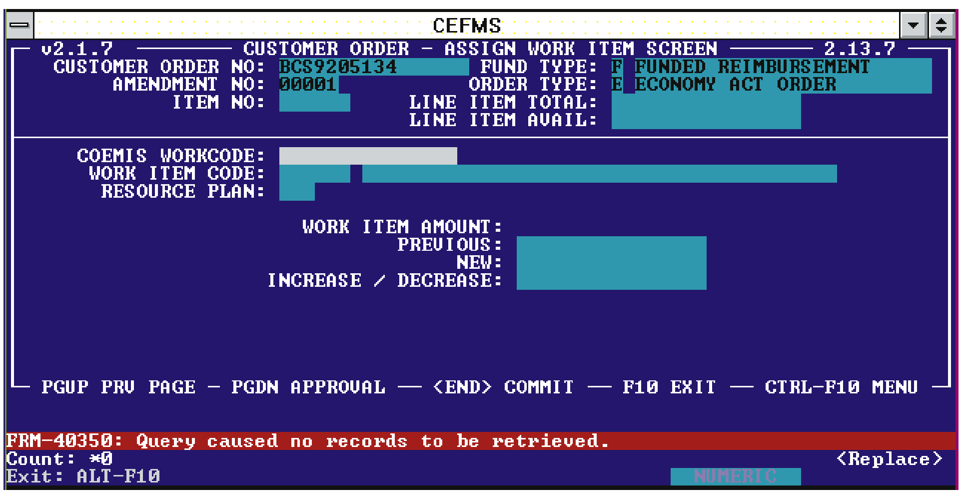
Screen 2.13.4

Press **Ctrl** + **F3** to access the Customer Order Item Detail Screen (2.13.5).



Screen 2.13.5

Press **Ctrl** + **F4** to access the Customer Order Assign Work Item Screen (2.13.7).



Screen 2.13.7

Work Item Code

Enter the **work item code** and press **Enter.**

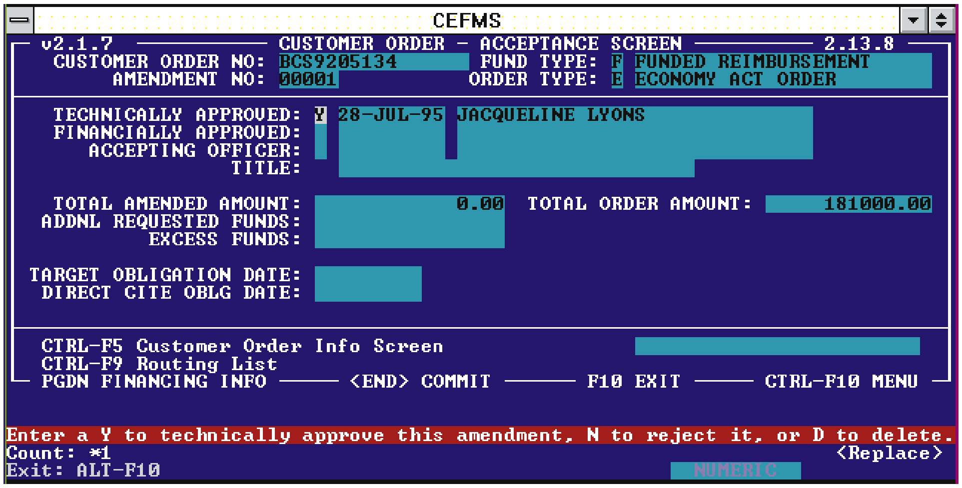
Resource Plan

This will automatically populate with the number of the Baseline or Current resource plan number.

New Amount

Enter the dollar amount for this work item, and press **Enter**. Press **End**.

Press **PageDown** to move to the Approval Screen (2.13.8).



Screen 2.13.8

You may, at this point, press **Y**, **Enter**, and **End** to technically approve.

At this point, an electronic mail message will notify the Financial Approver that he/she has a Customer Order to process.

Financial Approval of a Customer Order

From the CEFMS Main Menu, type

- **3** Financial Management Functions **Enter**
- **5** Financial Management **Enter**
- **3** Funding **Enter**
- **4** Customer Orders **Enter**
- **6** Financially Approve a Customer Order **Enter**

You will be on Screen 2.13 (see diagram page C14).

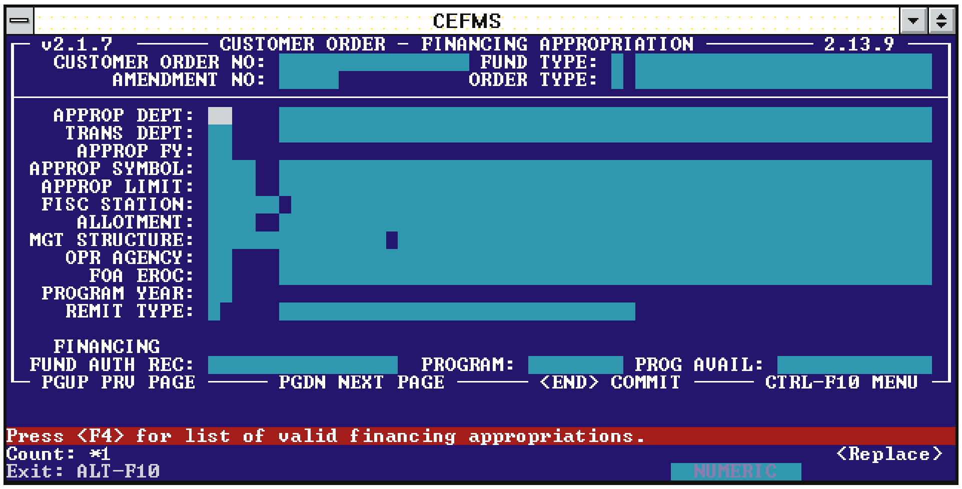
To complete this process, the user must have Customer Order Financial Approver permission in the Access Control Table, Screen 10.1.

Customer Order No.

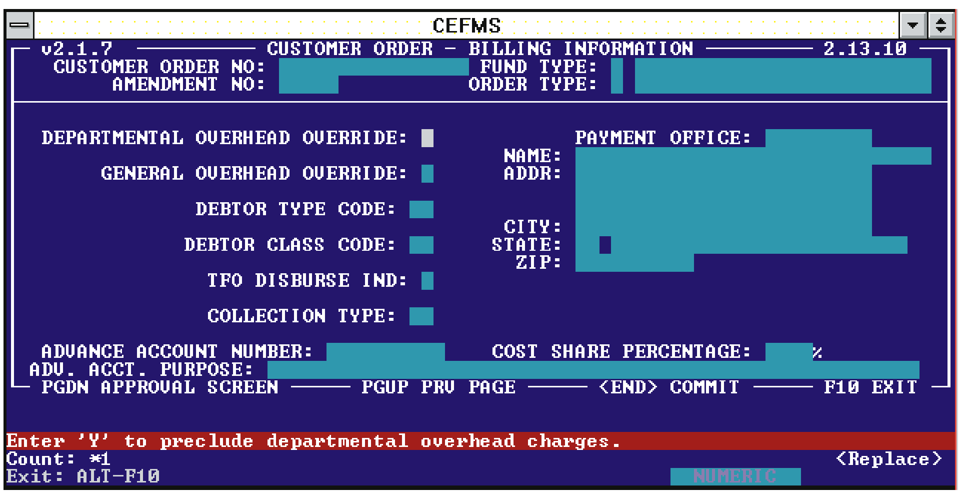
Press **F4** for a list of customer orders and/or amendments to financially approve, and press **Enter** to select.

The screen will populate with the header information for the customer order. Press **Enter**. Enter the fund type, **A** for Automatic, **F** for Funded, or **E** for Direct Funds cite (for military). Press **Enter**.

Press **Ctrl** + **F2** to move to Screen 2.13.9, where you will view the billing and financing information. Press **F4** to populate the Financing Appropriation data. The FOA code will be selected from Screen 6.8. The cursor will move back to Screen 2.13.9, and all fields will populate. Press **End** to commit. Press **PageDown** to access Screen 2.13.10.



Screen 2.13.9



Screen 2.13.10

Departmental Overhead Override

This is an optional field; you may press **Enter** to bypass (default is **N**). You may enter **Y** to preclude Departmental Overhead charges to the work and press **Enter** (Technical Indirect).

General Overhead Override

This is an optional field; you may press **Enter** to bypass (default is **N**). You may enter **Y** to preclude General Overhead charges to the work and press **Enter**.

Debtor Type Code

Automatically populated.

Debtor Class Code

Automatically populated.

TFO Disburse

Enter **Y** or **N** and press **Enter**. This will determine how payment will be made.

Collection Type

This item is automatically populated.

Payment Office

Press **F4** for a list screen and query (press **F2**, type **Disbursing Office**, and press **F3**) on the organization that is the Disbursing Office for the District/Division that sent the customer order. Press **Enter**.

Press **End** to commit.

Press **PageDown** to move to the Approval Screen (2.13.8, see diagram page C16). Press **Y** to approve, or **N** to reject the customer order. Press **Enter** and **End** to commit.

Press **F10** to return to the Menu Screen. At this point, an electronic mail message will notify the Customer Order Acceptance Individual that he/she has a customer order to process.

Acceptance of a Customer Order

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

5 Financial Management **Enter**

3 Funding **Enter**

4 Customer Orders **Enter**

7 Acceptance of a Customer Order **Enter**

You will be on Screen 2.13 (see diagram page C14).

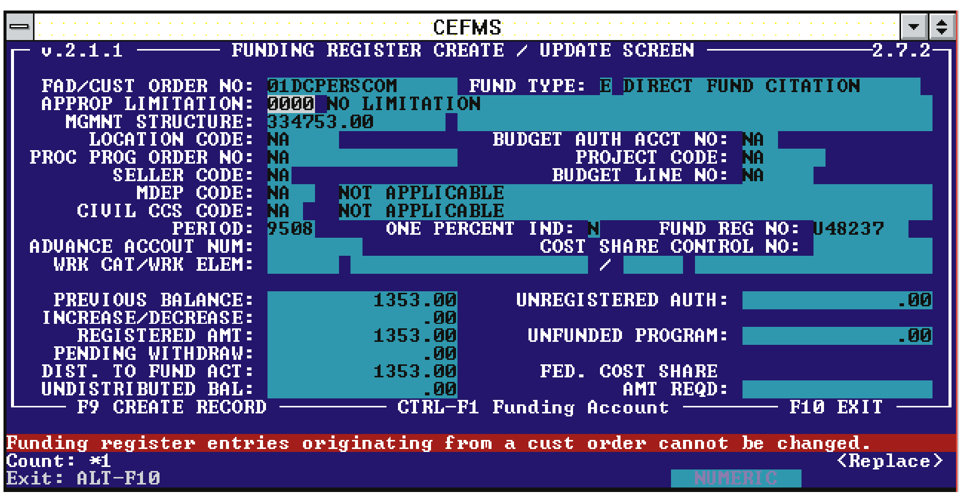
Customer Order No.

Press **F4** for a list of customer orders and/or amendments to accept, and press **Enter** to select.

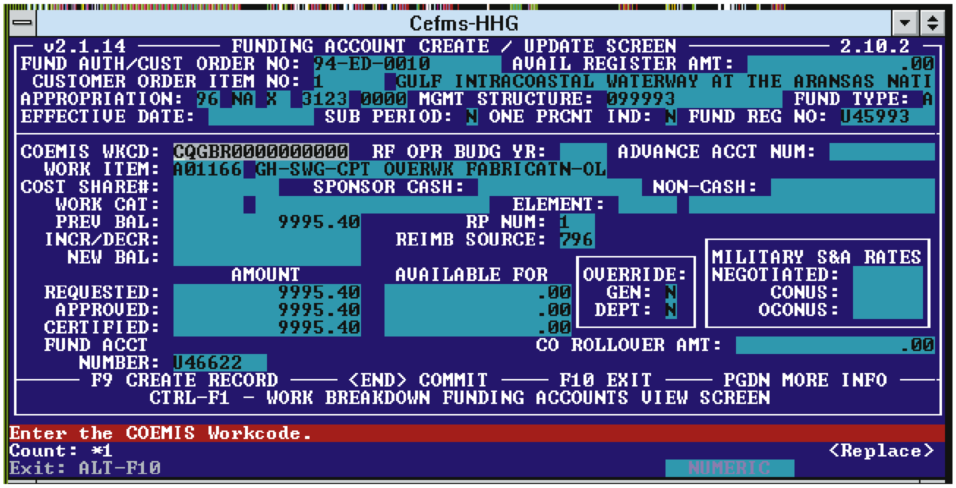
The screen will populate with the header information for the customer order.

Press **PageUp** to access the Approval Screen (2.13.8, see diagram page C16).

Press **Y** to accept or **N** to reject the customer order. Press **Enter** and **End** to commit. This process populates the Funding Register. Press **Ctrl** + **F6** to view the Funding Register. You will be on Screen 2.7.2. Press **Ctrl** + **F1** to view the Funding Account, Screen 2.10.2 (see next page). Press **F10** until you return to the Menu Screen.



Screen 2.7.2



Screen 2.10.2

Updating an Existing Customer Order

This module will allow changes to existing customer orders ***before*** approval.

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

5 Financial Management **Enter**

3 Funding **Enter**

4 Customer Orders **Enter**

4 Update an Existing Customer Order **Enter**

You will be on Screen 2.13 (see diagram page C14).

Customer Order No.

Press **F4** for a list of customer orders and/or amendments, and press **Enter** to select. *Or*, press **F2**, type **customer order number%**, and **F3** to execute. Use the **down arrow** key if necessary to choose the customer order to amend, and press **Enter** to select.

The screen will populate with the header information for the customer order.

The screen navigation will depend on the information that needs to be amended. Please refer to the Create a Customer Order section for detailed instructions.

Once changes are made, the customer order will need to be technically and financially approved, as well as accepted.

Reprogramming of Funding

Each reprogramming request will be in writing (fax, memo, or e-mail) to the appropriate office.

Budget Division

- All reimbursable and direct revolving fund (e.g., Station Overhead, Departmental).
- Provide customer order numbers and work items for reimbursable; work item and parent for direct revolving fund.

Office of Technical Programs & Plans

- Direct Military and Civil
- Provide appropriation, AMSCO/CWIS number, and work items.

Final Bills

To return funds on customer orders, the Management Support Group (MSG) will send notification *in writing* through (1) the Principal Investigator (PI), and (2) the Finance & Accounting (F&A) Division to the Budget Division indicating the order number and the amount of be returned. This **must** be signed manually by the Responsible Employee.

Print a Customer Order Acceptance (For Use By the Accepting Officer)

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

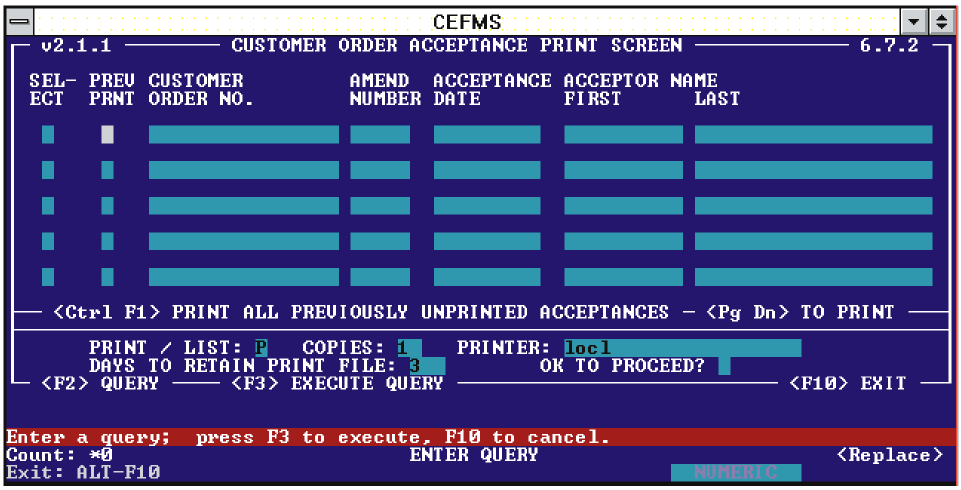
5 Financial Management **Enter**

3 Funding **Enter**

4 Customer Orders **Enter**

11 Print a Customer Order Acceptance **Enter**

You will be on Screen 6.7.2.



Screen 6.7.2

Press **F2** to query, type **the customer order number**, and press **F3** to execute. The screen will populate.

Select

Enter **X** by the customer order you wish to print.

Note: **Ctrl** + **F1** will print all previously unprinted customer orders.

Press **PageDown**.

Print/List

Press **P** to print immediately or **L** to list to screen. Press **Enter**.

Copies

Enter the number of copies of the customer order you want printed. The default is 1. Press **Enter**.

Printer

Select the printer utilizing the **F4** list screen, the **down arrow** key to choose, and **Enter** to select, or type **locl** to print at the local printer. Press **Enter**.

Days to Retain

Type the number of days to retain the print file. The default is 3. Press **Enter**.

OK to Proceed

Enter **Y** to print. Press **Enter.**

The screen will move to the SQL*PLUS screen (a blue screen), and the screen will prompt you when the printing is completed. Press **Enter** to return to the CEFMS screen.

View a Customer Order

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

5 Financial Management **Enter**

3 Funding **Enter**

4 Customer Orders **Enter**

8 View a Customer Order **Enter**

You will be on Screen 2.13 (see diagram on page C14).

Customer Order No.

Press **F4** for a list of customer orders and/or amendments to view, and press **Enter** to select. *Or*, press **F2**, type the **customer order number%**, and **F3** to execute. Use the **down arrow** key if necessary to choose the customer order, and press **Enter** to select.

The screen will populate with the header information for the customer order.

Follow the Message Line information to access the various screens.

Press **F10** to return to the header screen.

Labor Cost Transfers

Labor Cost Transfer Screen

From the CEFMS Main Menu, type

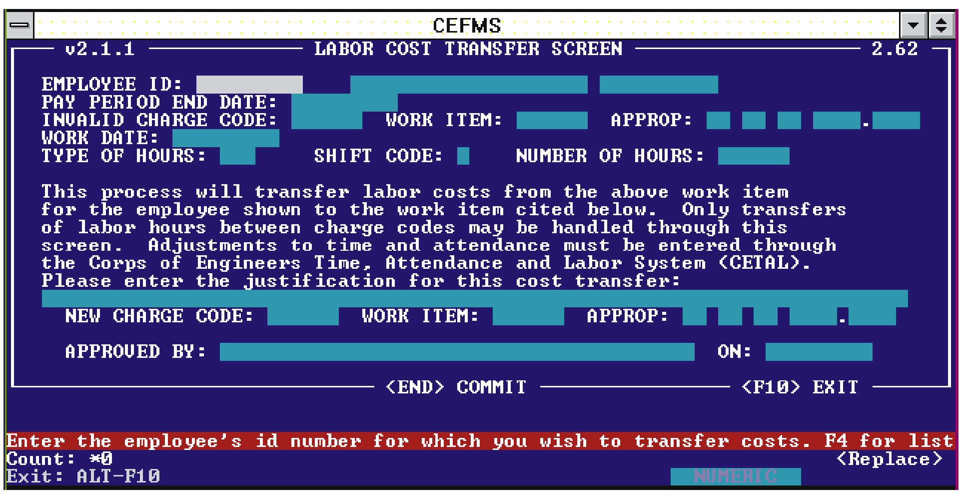
3 Financial Management Functions **Enter**

5 Financial Management **Enter**

11 Transfers **Enter**

3 Create Labor Cost Transfer **Enter**

You will be on Screen 2.62



Screen 2.62

To complete this process, the user must have Cost Transfer permission in the Access Control Table, Screen 10.1.

Employee ID

Press **F4** for a list screen, you may perform a query on the Employee Last Name. Press **F2**, type in the **LastName%**, and press **F3** to execute. Use the **down arrow** key if necessary to choose the proper employee, and press **Enter** to select.

Pay Period End Date

Enter the pay period ending date in the format **DD-MON-YR** and press **Enter**, or press **F4** for a list screen of valid dates. Use the **down arrow** key if necessary to choose the proper employee, and press **Enter** to select.

Invalid Charge Code

Press **F4**. The charge codes that were used for this particular employee will populate. Use the **down arrow** key if necessary to choose the proper charge code, and press **Enter** to select.

The following information will populate the screen: Work Date, Type of Hours, Shift Code, and Number of Hours. Press **F6** to clear the field, and enter the **number of hours** to transfer. Press **Enter**.

Justification

Enter the justification for the requirement of this labor cost transfer. Press **Enter**.

New Charge Code

Enter the **correct charge code** and press **Enter**, or press **F4** to select the codes from a list screen. Press **Enter**.

Press **End** to commit. Press **F10** to exit.

Note: Since cost transfers do not require an electronic signature, or Responsible Employee (RE) approval, but do in fact, transfer funds, WES requires the completion of the hard copy of Form 2520-E, which must be signed by both accounts' REs. Please refer to the SOP for cost transfers if you have questions.

Viewing Labor Cost Transfers

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

5 Financial Management **Enter**

11 Transfers **Enter**

4 View Labor Cost Transfer **Enter**

You will be on Screen 2.62 (see diagram on page C24).

Press **F2** to query. Press **Tab** to move to the field where you will perform the query, type in the **information%** (for example, Tab to Employee ID, and type in EMP ID number), and press **F3** to execute.

The labor cost transfers for the information queried will populate the screen.

Press **F10** to exit to the Menu Screen.

Cost Transfers Within FOA

From The CEFMS Main Menu, type

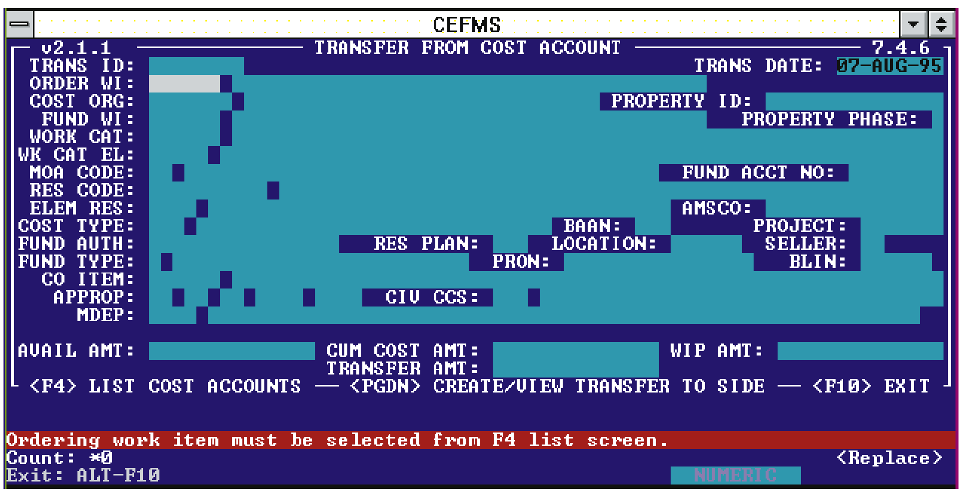
3 Financial Management Functions **Enter**

5 Financial Management **Enter**

11 Transfers **Enter**

5 Cost Transfer Within FOA **Enter**

You will be on Screen 7.4.6.



Screen 7.4.6

Ordering Work Item

Press **F4** to select the From Account work item. Press **F2** to query, enter the **Work Item code** and press **F3**. The screen will populate. Scroll through each record using the **down arrow** key until you get to the record with the Resource Code from which you want to transfers costs. Press **Enter** to select.

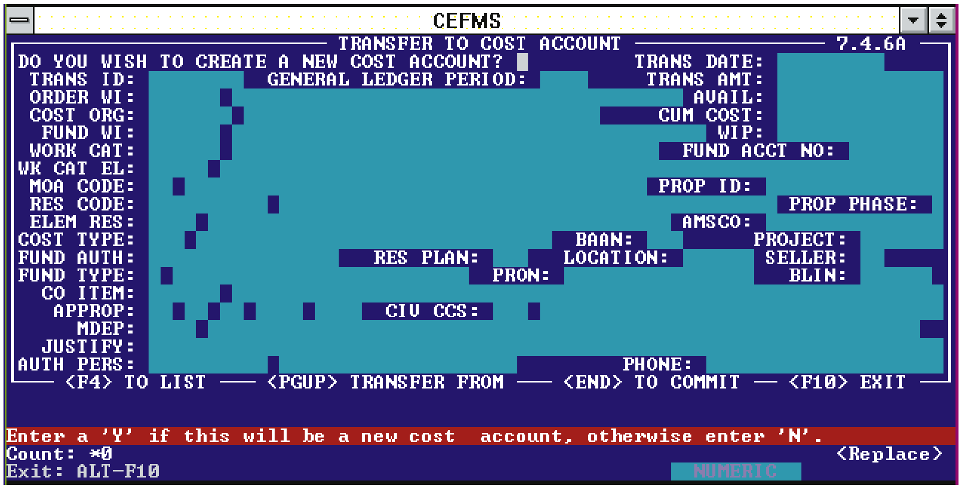
Note: This is the work item used for "costing" the expenses against the PR&C.

The screen will move to 7.4.6 and will populate.

Transfer Amount

Enter the **amount** of the cost transfer. Press **Enter**.

You will now be on Screen 7.4.6A.



Screen 7.4.6A

Do You Wish to Create A New Cost Account?

Enter **Y** or **N** and press **Enter**.

Ordering Work Item

Type the **Work Item code** for the To account. Press **Enter**.

Cost Organization

Type the **organization code** for the To Account. Press **Enter**.

Funding Work Item

Press **F4** to select the Funding Account. Press **Enter**.

> ***The Work Category Codes and Work Category Element Codes have been established and tie directly to the WES Mission responsibilities. The selection of appropriate codes is extremely important. A listing of the codes is at Section Y.***

Work Category Code

Press **F4.** Use the **down arrow** key to move to the desired code, and press **Enter** to select. Or you may also perform a query from the **F4** list screen. Press **F2** to query, **Tab** to the Category field, type in the category (ex. **ALLO%** for All Other Expense), and press **F3** to execute.

Work Category Element

This field is automatically populated when the Work Category is entered. Press **Enter**

Resource Code

Press **F4** for a list screen. Press the **F2** to move into query mode. Be sure to query on the code which corresponds to the item you are purchasing (for example, **SERVIC%** for services; **OFCSUPL%** for office supplies). Press **F3** to execute the query. Use the **down arrow** key to choose the correct code, and press **Enter** to select. (This is similar to the accounting elements in COEMIS.) Or you may type in the resource code. Press **Enter**.

Note: Unless noted in justification, the "To" and "From" resource codes should be identical.

EOR

Type the element of resource (EOR) Code that relates to the Resource Code chosen above if you know it (e.g., 2500) and press **Enter**. Or you may press **F4**. The EOR code that corresponds to the previously chosen resource code will populate. Press **Enter** to select. (This is the object class.)

Justification

Enter a justification, explaining the requirements for this cost transfer. Press **Enter**.

Press **End** to commit. Press **F10** to exit.

Note: Since cost transfers do not require an electronic signature or Responsible Employee (RE) approval, but do in fact transfer funds, WES requires the completion of the hard copy of Form 2520-E, which will be signed by both accounts' REs. Please refer to the SOP for cost transfers if you have questions.